



WASHINGTON STATE DEPARTMENT OF  
**Natural Resources**



**Natural Resource Program Coordinator**  
**Aquatic Resources Division**

**AGENCY MISSION AND CHALLENGE:**

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. The DNR also provides leadership in creating a sustainable future for the Public Land Trusts. The DNR manages over five million acres of state-owned land, over 1300 employees, and operates with a biennial budget of approximately \$400 million. The Aquatic Resources Division manages over 2.4 million acres of state-owned aquatic lands. You can find more information about the department at our [DNR Home Page](#).

**APPOINTMENT TYPE:** Permanent, FT

**SALARY:** \$3,215- \$4,115 per month, plus a full benefits package

**CLOSING DATE:** November 10, 2004

**LOCATION:** Olympia, WA

**POSITION PROFILE:**

This position will provide operational support for the Aquatic Resources Division's Operations Section, in the Ports Management and Derelict Vessel Removal Programs. It is the liaison position for day-to-day programmatic issues, providing advice and operational guidance to DNR Division and Region staff, external state and local government entities and members of the public. In addition to liaison work, the position will perform the day-to-day operational functions of both programs, as described below.

- *Derelict Vessel Removal Program:* inventory and prioritize derelict vessel reports; maintain the dedicated website; monitor the dedicated e-mail account and respond to inquiries; issue notices of intent to take custody; compile and release vessel salvage requests for proposal (RFPs) and conduct primary assessment of the received bids; conduct field reconnaissance of derelict/abandoned vessels; supervise removal operations; assess and pass emergency reports through the chain of command.
- *Ports Management Program:* implement the day to day management of real assets by reviewing port management of state-owned aquatic lands (compliance with laws and regulations, authorized land uses, environmental issues); review permits, shoreline plans and harbor improvement plans; process Port Management Agreement (PMA) applications and requests for amendments; assist in resolution of back-rent collection; maintain the dedicated website and database; conduct site visits to confirm accuracy of port survey exhibits.

**MINIMUM QUALIFICATIONS/REQUIRED QUALIFICATIONS:**

A Bachelor's degree and three years of professional experience in a natural resource area;

**Or**

Two years of experience as a Forester 2, or equivalent (such as Land Manager 2) or higher level professional class in the Department of Natural Resources.

Paraprofessional experience performed in the DNR as an administrative assistant 2 or equivalent class, may be substituted for the Land Manager 2 (or equivalent professional class) experience on a ratio of three years of paraprofessional experience to two years of professional experience.

**DESIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:**

- Ability to communicate complex issues orally and in writing to a variety of audiences;
- Ability to manage programs;
- Knowledge of state lands management ;
- Knowledge of marine salvage and environmental issues;
- Ability to organize training sessions and teach others;
- Skilled at developing programs for tracking and monitoring accomplishments;
- Skilled in writing technical reports;
- Ability to review financial documents for completeness and accuracy;
- Ability to work as a member of a team and make collaborative decisions;
- Accounting and budgeting skills;
- Knowledge of computer accounting programs (e.g. Excel);
- Ability to make decisions in a dynamic and sometimes stressful environment;
- Ability to assess emergency situations and develop contingency plans.

**WHO MAY APPLY:** This recruitment is open to anyone who meets the minimum qualifications. DNR employees who are eligible to transfer, voluntarily demote or elevate are also encouraged to apply. Interested candidates who wish to be considered for this opportunity must follow the application process below. Final candidates will be asked to apply to the Natural Resource Program Coordinator register prior to final selection: <http://hr.dop.wa.gov/statejobs/bulletins/CURRENT/14355oc.htm>

**APPLICATION PROCESS:** Interested and qualified candidates should submit the following materials by **4:30pm** on the closing date:

- A letter of interest describing your qualifications as they relate to the position.
- A current resume or Washington State Job Application

Submit all materials by the closing date to:

[sarah.wilson@wadnr.gov](mailto:sarah.wilson@wadnr.gov) (Please indicate *NRPC* in the subject line of your e-mail)

Or

Fax (360) 902-1786

Or

Aquatic Resources Division

PO Box 47027

Olympia WA 98504-7027

E-MAIL responses are preferred, but hard copies will also be accepted. Please submit your package in only one form. For more information please contact Sarah Wilson at (360) 902-1584.

This announcement is published by the Washington State Department of Natural Resources. The DNR is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 902-1150 or Telecommunications Device for the Deaf (360) 902-1156.